

## eXPRS Mobile-EVV Pilot for PSW Providers

# How to End a Shift

(v2; 12/26/2018)

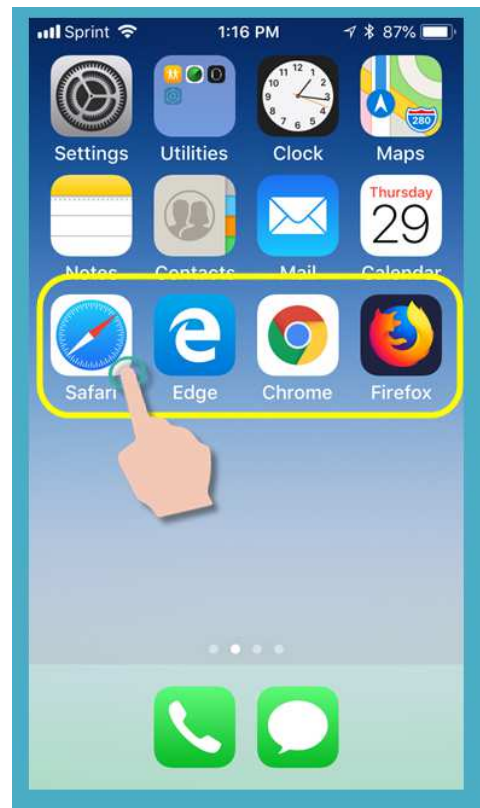
Using **eXPRS Mobile-EVV**, while required by federal law, enables PSW providers to log their time worked immediately when they start & stop working. eXPRS saves the PSW's time worked information as **draft** to the eXPRS website so PSW providers don't have to manually enter that information for EVV services. This will make entering time worked data much easier for PSWs.

This guide will give you step-by-step instructions on how to use **eXPRS Mobile-EVV** to **End a Shift** when you are finished working for an individual(s) & need to "clock out".

### To End a Shift in eXPRS Mobile-EVV:

1. When you are finished working your shift, use your mobile device (smartphone or tablet), launch an internet browser (such as Safari, Chrome, Firefox, Edge, etc.).

This guide uses Safari in its examples.

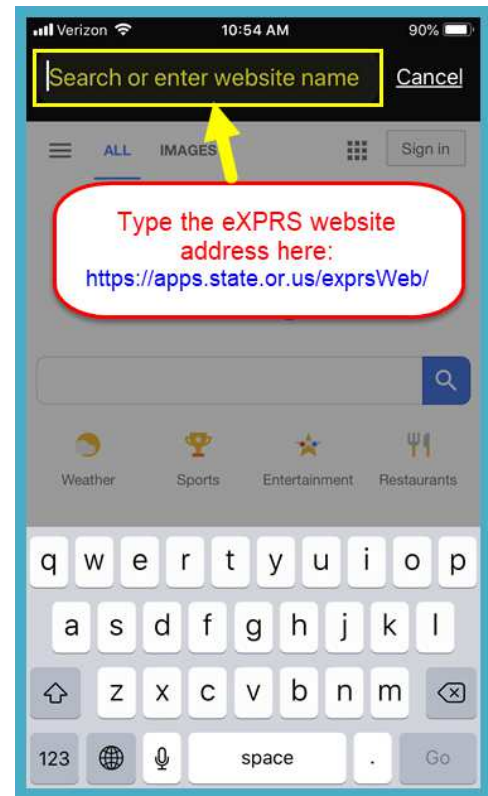


2. In the browser app you have selected, type in the website address for eXPRS into your browser search window.

eXPRS website address:

<https://apps.state.or.us/exprsWeb/>

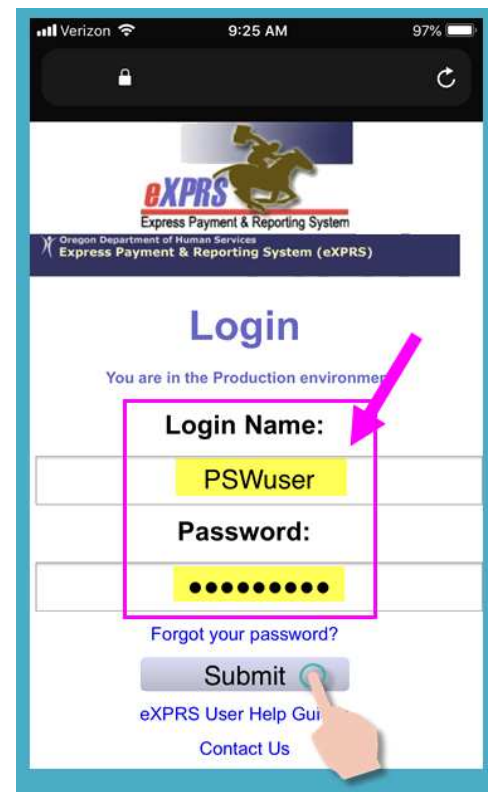
✓ **Pro Tip:** Save the eXPRS website in your Bookmarks or Favorites so you can select it quickly the next time you need to use **eXPRS Mobile-EVV**.



3. On the **eXPRS Mobile-EVV** login page, use your regular eXPRS **Login Name & Password** to login.

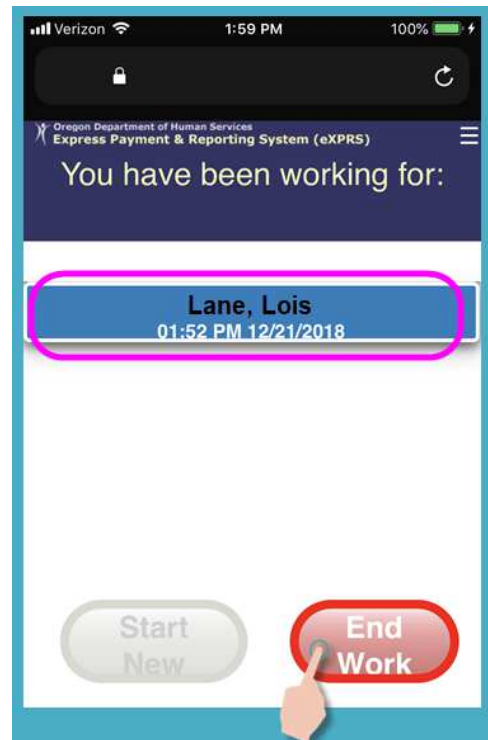
This is the same login information you use to login to the eXPRS website on a computer.

Tap **SUBMIT** to login.

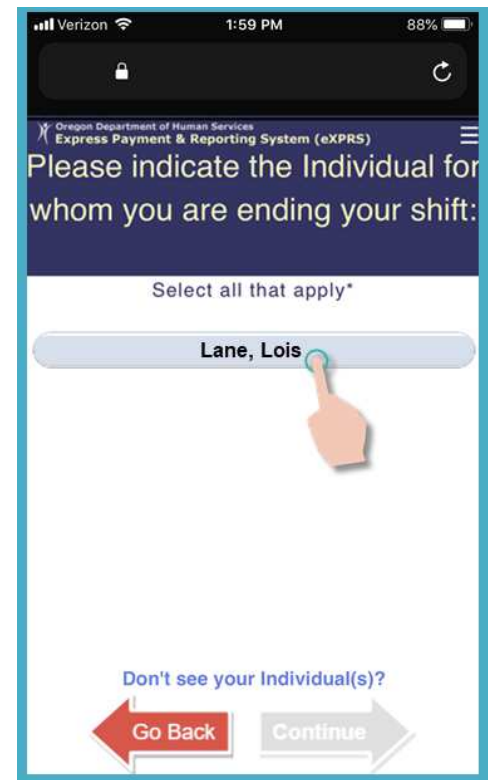


- Once you have successfully logged in, you will see your ***Dashboard*** with the open shift(s) you have currently running.

To **End a Shift**, tap on the red **END WORK** button.



- In the next screen, tap the name to select individual(s) you are **Ending a Shift**.

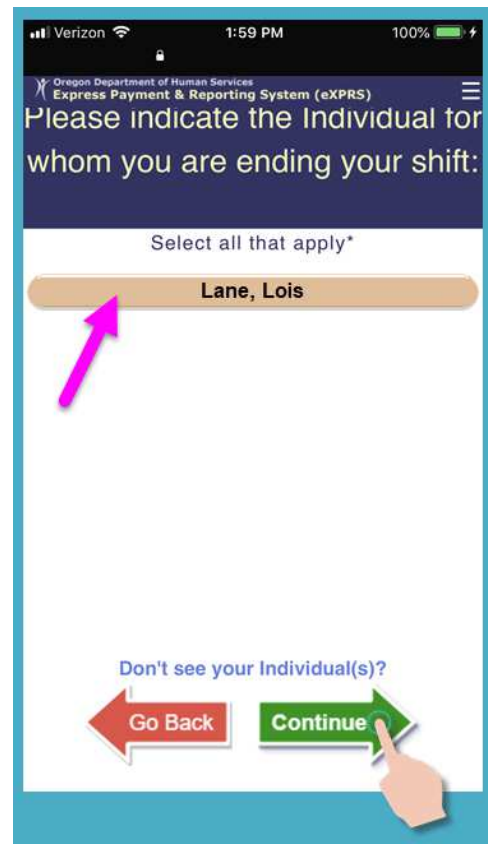


6. Once you've tapped on an individual(s) name, the button for them will turn yellow & the green **Continue** arrow button will appear.

Tap on the green **Continue** arrow to move to the next screen.

If you need to change the individual that you are ending a shift for, use the red **Go Back** arrow to return to the previous screen.

***ALWAYS use the RED ARROW to go back. Do not*** use your browser app's back button.

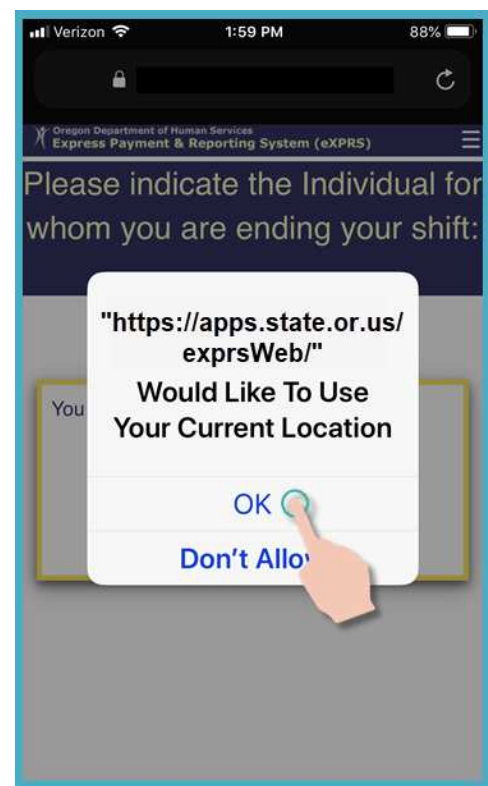


7. With the individual(s) selected, tapping **Continue** may trigger a pop-up message asking you to **OK eXPRS Mobile-EVV** to use your current location for where you are ending your shift.

**eXPRS Mobile-EVV** logging the location of where you are when you **END** your shift **is a requirement of the federal law for EVV.**

**eXPRS Mobile-EVV** will log where you are **ONLY** at the time you **START & END** your shift.

Tap **OK** to continue.

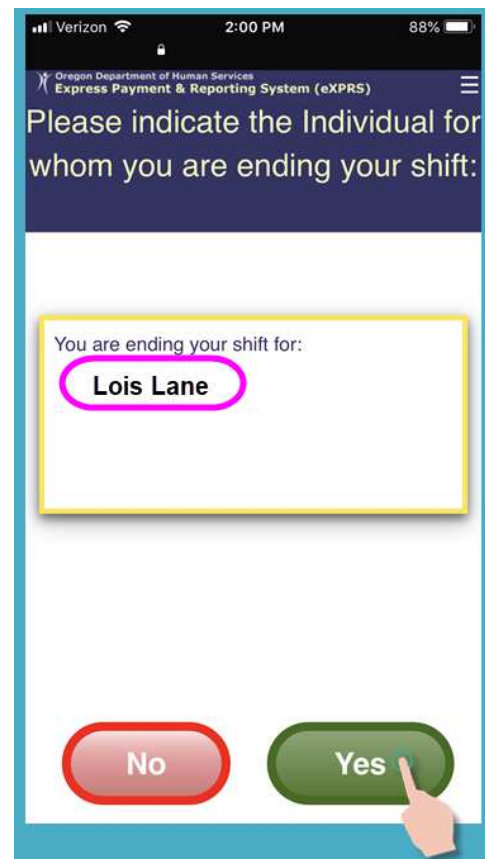


8. You will now see a confirmation screen showing the selected individual(s) you are about to end a shift for.

Tap the green **YES** button at the bottom of the screen to end your shift & “clock out”.

You may need to **swipe up** to view the bottom of your screen.

If you do not wish to end the shift(s) or need to make corrections, tap the red **NO** button to return to the previous screen.

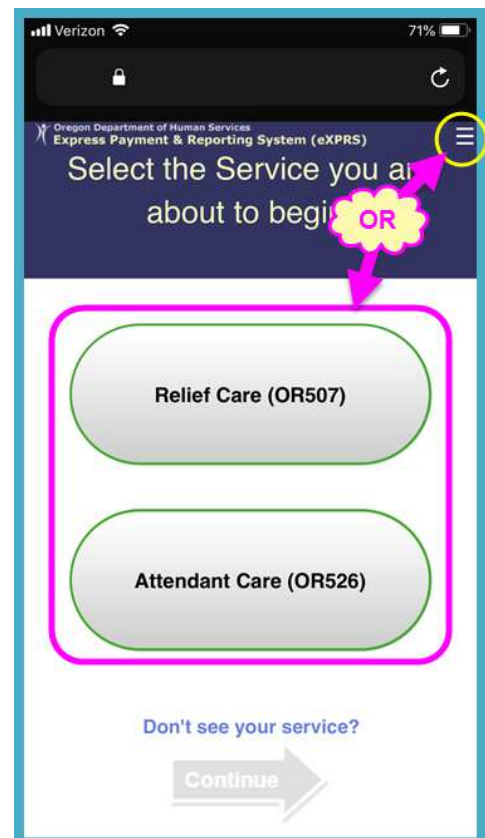


9. After tapping **YES**, your shift(s) are now ended & the **draft** SD billing information is automatically saved in the **eXPRS Desktop** website.

You can now select a **SERVICE** to start a new shift,

**OR ...**

Logout of **eXPRS Mobile-EVV**.



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## Unable to End your Shift in eXPRS Mobile-EVV at the time you stopped working?

There may be times that you are not able to end your shift in **eXPRS Mobile-EVV** at the time you stop working.

***For example:*** there is no internet or cell service available at the time/location you stopped working, your device's battery has run out, etc.

### **In those situations:**

- Use steps #3 - #9 in outlined above to **End your Shift** in **eXPRS Mobile-EVV** as **soon as you are able.**

***OR***

- Login to **eXPRS Desktop** from a computer & manually enter your End Time, then select the Reason from the End Shift dropdown that applies.

**\*\*** If edits/corrections or manual entry of Start/End times for ***draft*** EVV SD billing entries is needed, use the **[How to Add/Edit an EVV Shift in the eXPRS Desktop](#)** assistance guide for instructions.

# Forgot to End your Shift in eXPRS Mobile-EVV at the time you stopped working?

There may be times that you are not able to end your shift in **eXPRS Mobile-EVV** at the time you stop working or you forget.

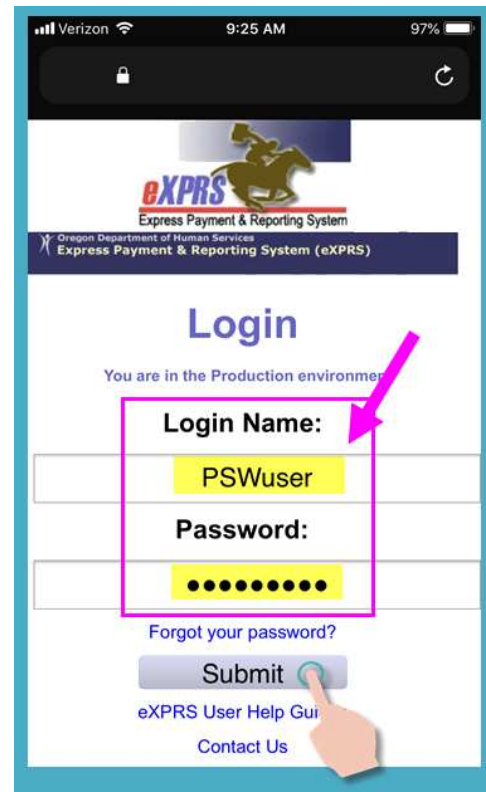
If you forget to End a Shift in **eXPRS Mobile-EVV** after 24-hours or more from the time you started the shift, **eXPRS Mobile-EVV** will prompt you to end those open shifts the next time you login. ***You will not be able to Start a New Shift until you have ended all shifts that have been open longer than 24-hours.***

## To end a shift that has been running longer than 24-hours:

1. On the **eXPRS Mobile-EVV** login page, use your regular eXPRS **Login Name & Password** to login.

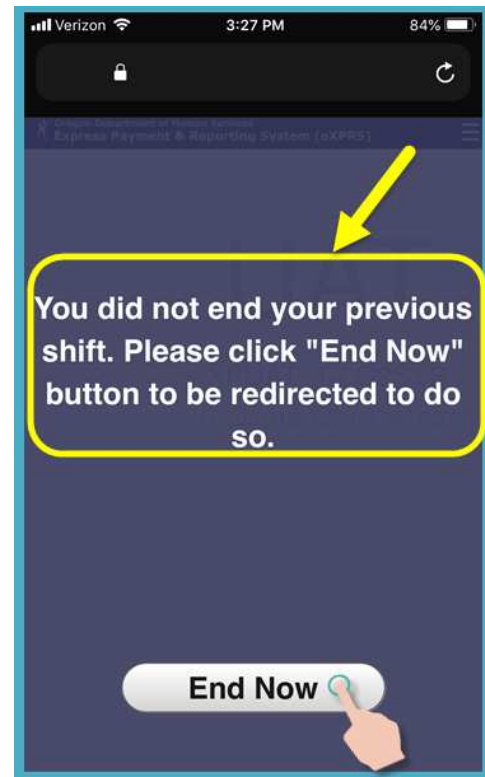
This is the same login information you use to login to the eXPRS website on a computer.

Tap **SUBMIT** to login.





2. If you have shifts that have been open/running longer than 24-hours, you will receive a notification message once you login. Tap **End Now** to end your open shift(s).

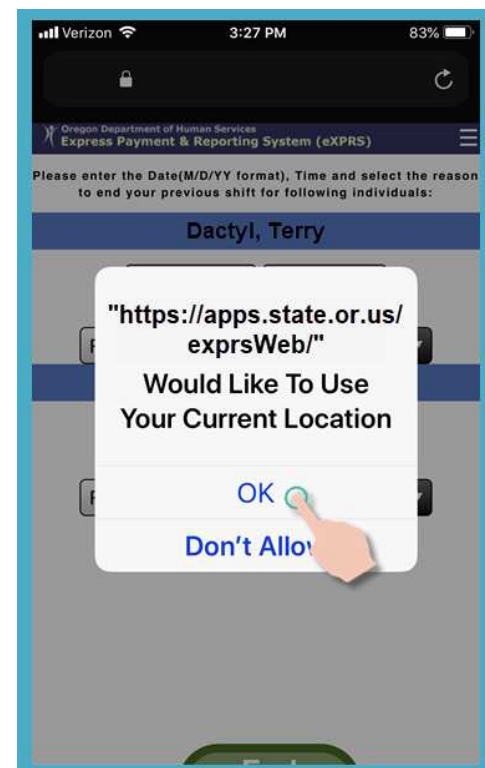


3. A pop-up message may appear asking you to **OK eXPRS Mobile-EVV** to use your current location for where you are ending your shift(s).

**eXPRS Mobile-EVV** logging the location of where you are when you **END** your shift [is a requirement of the federal law for EVV](#).

**eXPRS Mobile-EVV** will log where you are **ONLY** at the time you **START & END** your shift.

Tap **OK** to continue





4. You will now see which individuals have shifts that are open & have been running for more than 24-hours.

Verizon 3:27 PM 83%

Oregon Department of Human Services  
Express Payment & Reporting System (eXPRS)

Please enter the Date(M/D/YY format), Time and select the reason to end your previous shift for following individuals:

**Dactyl, Terry**

Reason

**Lane, Lois**

Reason

5. Enter the **DATE & TIME** that each shift should have ended & select the applicable End **REASON** from each dropdown menu.

Verizon 3:27 PM 83%

Oregon Department of Human Services  
Express Payment & Reporting System (eXPRS)

Please enter the Date(M/D/YY format), Time and select the reason to end your previous shift for following individuals:

**Dactyl, Terry**

m/d/yy hh:mm AM/PM

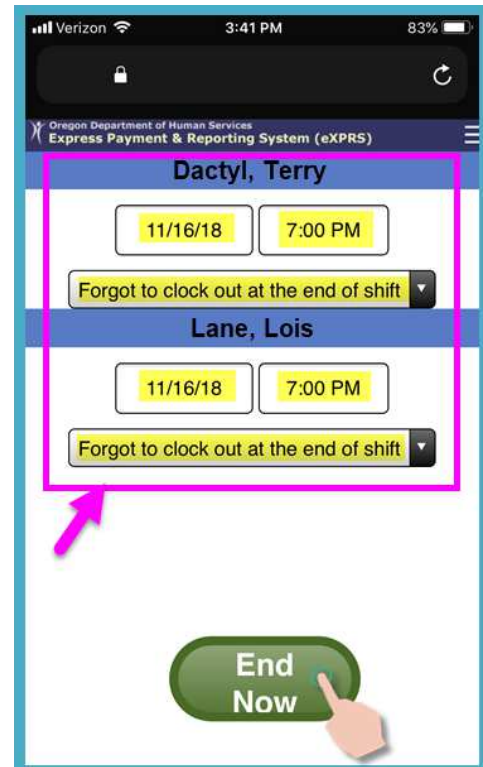
Reason

**Lane, Lois**

m/d/yy hh:mm AM/PM

Reason

6. With the **End Shift** data entered, tap on the green **END NOW** button to end those shifts.



7. With your shifts now ended, you can **Start a new Shift**,  
**OR ...**  
logout of **eXPRS Mobile-EVV**.

